

**SOLID WASTE DEPARTMENT CLERK/WEIGHMASTER (PART TIME)**  
**Wayne County, Pa.**

**Scope of Services Description**

**Position Summary**

Wayne County Solid Waste Department Clerk must be proficient in typing, basic computer usage and filing. Since the Clerk is the initial contact with the general public, this person must be polite and courteous. A need for discretion, as well as an aptitude for writing, verbal communication and public relations is essential. The person should be familiar with Wayne County in general and have the desire to learn and be helpful. Due to the nature of the job and the solid waste and recycling field in general, the Clerk will need to be able to adjust and compensate for slight changes in scheduling as may occur occasionally. The Clerk will report to the Solid Waste Director.

**Typical Work Activities of Clerk**

- Follow county staff and personnel policy guidelines.
- Deal with the general public in answering basic questions concerning solid waste and recycling.
- Type letters, memos, reports, etc. relating primarily to solid waste and recycling issues.
- Assure that office always has adequate supplies of all materials on hand.
- Mail office correspondence that might include letters, memos, reports, etc.
- Keep records of various financial transactions that take place in the office.
- Function as a Public Weighmaster by utilizing the truck scale and printer to issue weigh tickets.

**Qualifications**

- Previous experience in administrative functions including experience with use of computers.
- Good written and oral communication skills.